

Non-Profit Health Agencies

ELIGIBILITY APPLICATION REQUIREMENTS

INSTRUCTIONS ON FILLING OUT THE ELIGIBILITY APPLICATION FORM

Due to the Federal Regulations Kansas Federal Surplus Property is doing the required Certification of Eligibility. Applications by regulation are required to be renewed every three (3) years or when a new authorizing official comes into office. Please note that it is the RESPONSIBILITY of the applying organization to provide ALL APPLICABLE AND NECESSARY DOCUMENTATION for review to Kansas Federal Surplus Property (KS FSP). Failure to provide necessary documentation will delay approval of the application and therefore prohibit your agency from receiving Federal property. KS FSP may require additional information other than what is listed, on a case by case scenario.

Please provide the following:

1. Eligibility Application packet with all requested information properly completed and signed by the **Director or Equivalent on each of the six (6) pages.**
2. On a separate page; on **OFFICIAL LETTERHEAD** provide a Narrative, which includes the following information
Details of Services Offered
Number of patients/beds authorized.
Approx. number of employees – Resident Physicians, RNs, LPNs, and other Staff.
List of facilities operated and maintained, include physical addresses.
Any additional programs offered.
(Required with Application)
3. Provide the RNO (Race and National Origin) profile of your service area
Census Data which can be found at this web site:
<https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
Community Facts: you must enter your county information in the search box; then click GO
Once on your county page go to:
2017 American Community Survey
Click on: Demographic and Housing Estimates (Age, Sex, ace, Households and Housing, ...)
(Required with Application)
4. Sources of Funding (Required to be mailed in with Application)
Copy of latest financial statement
(Required with Application)
5. Copy of current licensing relating to specific services offered.
(Required with Application)

Please note that it is the responsibility of the organization to provide up to date licenses upon renewal.

6. Copy pf 501(c) – IRS Determination (if filing as a non-profit) or proof of Public Agency Status (if filing as a public agency: ordinance, act, etc.)
7. Copy of Licenses / Accreditation / Approval (Dept. of Human Services, State Board of Health)
8. Copy of fire code (if applicable)

All pages must be signed by Director or Equivalent

Any Questions concerning the required documentation, or the application process call our office at (785) 296-2351
Monday – Friday 8 AM to 4:30 PM.

- E-mail: fedsurplus@ks.gov
- Fax (785) 296-4060
- Mail: Federal Surplus Property ATTN: ELIGIBILITY
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